

Virginia Department of Minority Business Enterprise
SWaM Certification Supporting Document Requirements

I. Small Business Applicants - No additional supporting documents are required

II. Minority- or Women-owned Business Applicants

Required Supporting Documents:

1. **Proof of Identification**: Copy of driver's license or government issued picture identification card. If applicable: tribal registration certificate (tribal registry letter and tribal roll register number), passport, certificate of naturalization and/or other such documents showing "ethnic" heritage.
2. **Proof of Capital Investment or Contribution**: examples include cancelled check(s), deposit slip, or gift transfer; copies of completed stock certificates, stock ledger, and proof of stock purchase.
3. **Organizational certificates and documents**: check the table below for the specific documents that are required by the State Corporation Commission for your organizational type.

	Virginia Businesses						Non-Virginia Businesses
	Sole Proprietorship	General Partnership	Limited Partnership	Stock or Non-Stock Corporation	Professional Corporation	Limited Liability Company	
Operating Agreement, Partnership Agreement, and Buy-Out Rights Agreement, if available		X	X				X (Partnership)
Articles of Organization, Certificate of Organization, Operating Agreement						X	X (Limited Liability Company)
Articles of Incorporation, Bylaws, Minutes of first and most recent meeting				X	X	X	X (Corporation)
Statement of Partnership Authority		X	X				X (Partnership)
Certificate of Limited Partnership			X				X (Partnership)
Application for Registration of Foreign Limited Partnership							X (Limited Partnership)
Application for a Certificate to Transact Business in Virginia							X (ALL)
Assumed Name Filing, if applicable	X						X (Sole Proprietorship)

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Supplemental Information Which May be Requested:

1. Signed agreements or contracts. Examples include: rental agreements, leases, work contracts, or any other type of formal written agreements which have been entered into between you and another party or parties which affect the operation of your business.
2. Contract or work history of applicant organization, if available.
3. Birth certificate.
4. Certificate of fictitious name for sole proprietorships.
5. Resume(s) of all owners, shareholders, partners, officers, and/or managers.
6. Bank signature card copy, corporate banking resolution or notarized letter from bank.